

**AGENDA**  
**STATE RECORDS COMMITTEE**  
**January 16, 2020**

1. Call to Order
2. Minutes of Meeting on October 24, 2019
3. Public Comment
4. Application for Disposition / Records Control Schedules
  - A. Attorney General, Gaming Commission
    1. Administrative Litigation Files – no. 6219
  - B. Department of Corrections
    1. Inmate Master File – no. 6192
  - C. Department of Health – County Health Departments
    1. Expired Patient Files – no. 6195
    2. Maternity Patient Files – no. 6196
    3. Patient Records, Home Health Services – no. 6197
    4. Immunization Files – no. 6198
  - D. Department of Health – Field Operations
    1. Children’s Medical Program Files – no. 6193
    2. Adult Patient Files – no. 6199
    3. Child Patient Files – no. 6208
  - E. Department of Health – Women, Infants, and Children (WIC)
    1. Women, Infants, and Children (WIC) Program Certification Files – no. 6194
  - F. Institution of Higher Learning – Public Universities & Public 4-Year Colleges;  
Campus Law Enforcement
    1. Traffic Accident Reports – no. 6200
    2. Arrest Reports – no. 6201
    3. Dispatch Logs – no.6202
    4. Ticket Books – no. 6203
    5. Capital Offense Reports – no. 6204
    6. Dispatch Tape Recordings – no. 6205
    7. Expungements – no. 6206
    8. Non-Capital Offense Reports – no. 6207
  - G. Mississippi Development Authority – Community Services
    1. Community Services Program Files – no. 6209

2. Community Financial Assistance Loan Program Files – no. 6210
- H. Mississippi Development Authority – Minority Business Enterprise
  1. Unapproved Certification Application Files – no. 6211
  2. Accepted Certification Application Files – no. 6212
  3. Minority Directory – no. 6213
- I. Mississippi Home Corporation
  1. Home Investment Grant Files – no. 6217
  2. Emergency Shelter Grant Files – no. 6218
- J. Mississippi Secretary of State, Business Services
  - a. Financing Statements UCC 1 – no. 6150
5. Schedule to be Abolished
  1. Mississippi Development Authority – no. 3725. Program no longer exists.
6. New language in the remarks section of existing retention schedules to read:  
“Files which contain Personally Identifiable Information (PII) or Protected Health Information (PHI) must be destroyed in a secure manner.”
7. Off-Site Lease Applications
8. 2020 Meeting Dates: April 16<sup>th</sup>; July 16<sup>th</sup>; October 22<sup>nd</sup>
9. Other Business
10. Adjournment